



## **ARC IRB Chair's Manual**

This guide serves to aid an IRB Chair in becoming familiar with the basic functions of the ARC system and how to review and approve an application.

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## Welcome to ARC

Our on-line *ARC* system streamlines the process of submitting, approving, tracking, and managing IRB applications.

*ARC* is available via Internet connection 24 hours a day, 7 days a week.

The *ARC* HelpDesk is available during regular business hours at (813) 974-2880 and by email at [RSCH-arc@usf.edu](mailto:RSCH-arc@usf.edu).

# Accounts

## New Account Registration

To open your new *ARC* account:

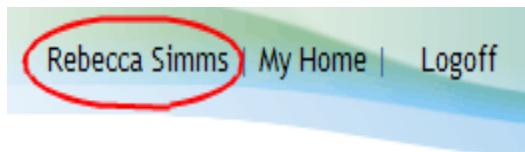
1. Go to the *ARC* Web Site: <https://ARC.research.usf.edu/Prod/>
2. Click **Register Here** on the right hand side of the page.

The screenshot shows the USF ARC website homepage. At the top, the USF logo and the word 'arc' are visible. A red arrow points from the text 'Click Register Here on the right hand side of the page.' to the 'Register Here' link in the top right corner of the page. The page includes a navigation menu on the left with links like 'Home', 'Research Conflict of Interest', 'Institutional Review Board', 'What's New', 'Training Materials', 'Regulation and Guidance', and 'Contact Us'. The main content area features a 'Home' section with a welcome message about the Division of Research Integrity & Compliance. To the right, there are sections for 'Need an account?' (with a 'Register Here' link), 'Have an account?' (with fields for 'User Name' and 'Password' and a 'Log In' button), and 'Need Help?' (with links for 'Forgot Password' and 'Forgot User Name'). At the bottom, there is footer information about the Division of Research Integrity & Compliance, the ARC Help Desk, and copyright details.

3. Complete the required fields ( \* ) and your USF Net ID or Employee ID.
4. Select all relevant roles, such as Chair, Committee Member, Study Staff, PI.
5. Click **Register**.
6. Within two business days your new account will be activated and you will receive an e-mail containing your account information (i.e., User Name & Password).

## Account Changes

It is important to keep your account information current. To make changes to your account, click your name in the upper right hand corner of your screen to open your account properties.



Then make the necessary changes and click Apply. **Note** – For changes to your department affiliation or assigned roles, you will need to contact the helpdesk.

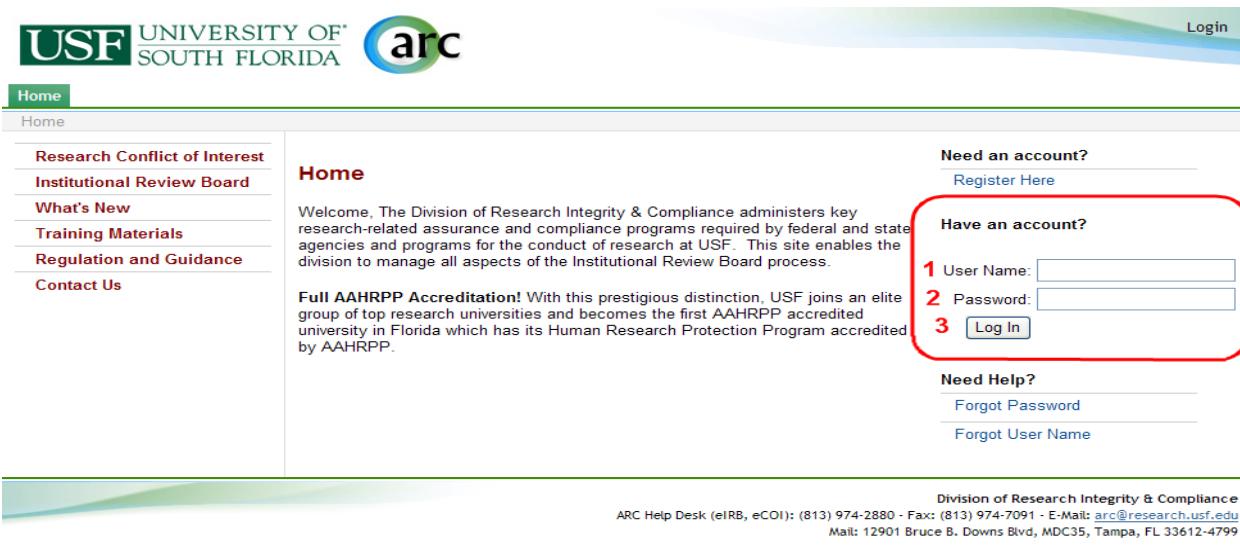
## Passwords

To change your password, click on your name (as described above). On your Account page, click the **Account** tab. Type in your old password, your new password, and your new password again in their respective boxes. Click **Apply**.

## Navigation

### Login

1. Type your **User Name** in the login section on the right side of the *ARC* screen.
2. Type in your **Password**.
3. Click **Log in**.



USF UNIVERSITY OF SOUTH FLORIDA **arc** Login

**Home**

**Research Conflict of Interest**

**Institutional Review Board**

**What's New**

**Training Materials**

**Regulation and Guidance**

**Contact Us**

**Home**

Welcome, The Division of Research Integrity & Compliance administers key research-related assurance and compliance programs required by federal and state agencies and programs for the conduct of research at USF. This site enables the division to manage all aspects of the Institutional Review Board process.

**Full AAHRPP Accreditation!** With this prestigious distinction, USF joins an elite group of top research universities and becomes the first AAHRPP accredited university in Florida which has its Human Research Protection Program accredited by AAHRPP.

**Need an account?**  
[Register Here](#)

**Have an account?**

1 User Name:

2 Password:

3

**Need Help?**

[Forgot Password](#)

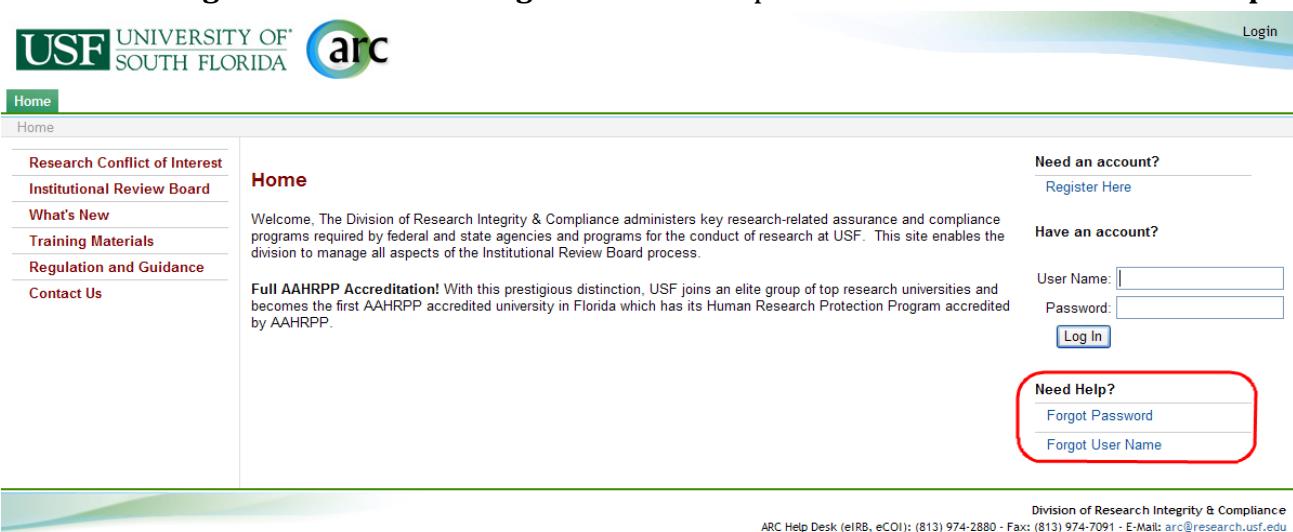
[Forgot User Name](#)

Division of Research Integrity & Compliance  
ARC Help Desk (eIRB, eCOI): (813) 974-2880 - Fax: (813) 974-7091 - E-Mail: [arc@research.usf.edu](mailto:arc@research.usf.edu)  
Mail: 12901 Bruce B. Downs Blvd, MDC35, Tampa, FL 33612-4799

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### Forgot Your User Name or Password?

1. The **Forgot Password** and **Forgot User Name** options are available under **Need Help?**.



USF UNIVERSITY OF SOUTH FLORIDA **arc** Login

**Home**

**Research Conflict of Interest**

**Institutional Review Board**

**What's New**

**Training Materials**

**Regulation and Guidance**

**Contact Us**

**Home**

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**Need an account?**  
[Register Here](#)

**Have an account?**

User Name:

Password:

**Need Help?**

[Forgot Password](#)

[Forgot User Name](#)

Division of Research Integrity & Compliance  
ARC Help Desk (eIRB, eCOI): (813) 974-2880 - Fax: (813) 974-7091 - E-Mail: [arc@research.usf.edu](mailto:arc@research.usf.edu)  
Mail: 12901 Bruce B. Downs Blvd, MDC35, Tampa, FL 33612-4799

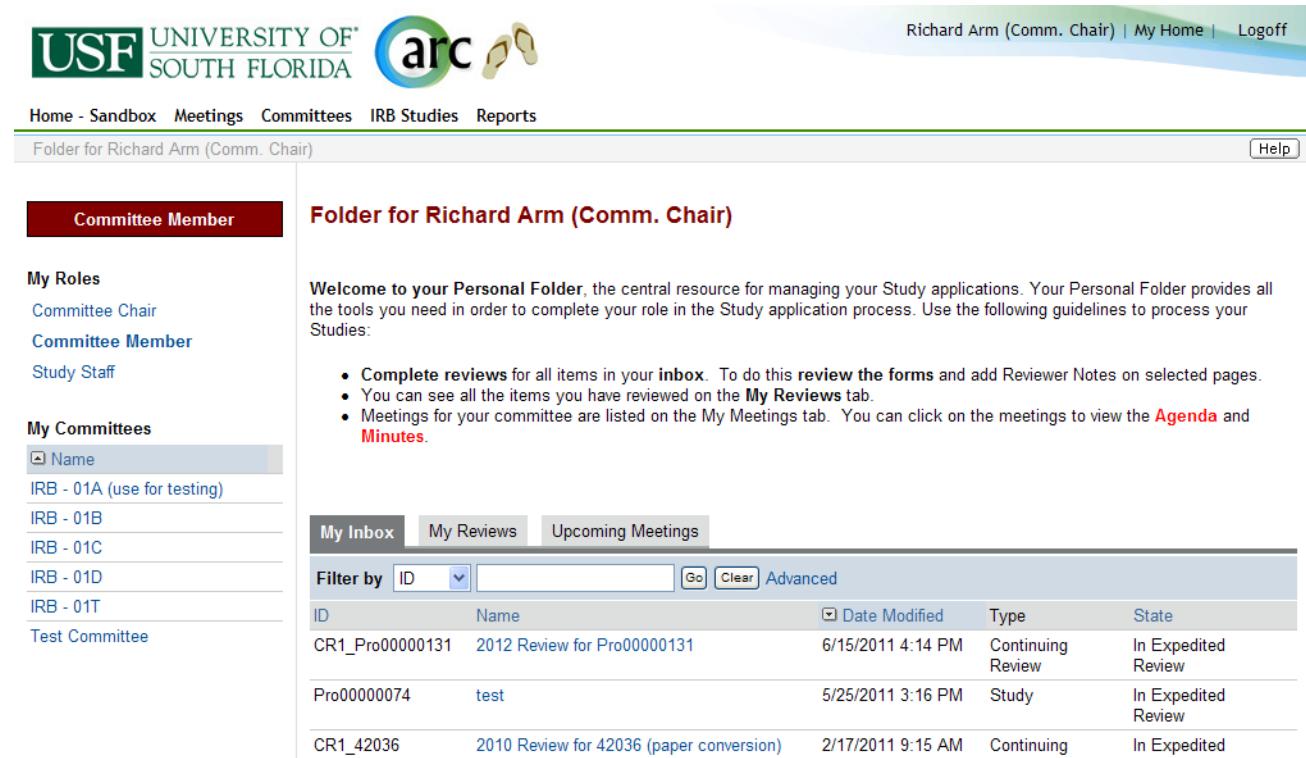
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2. If you select **Forgot user name?**, you will be prompted to confirm your email address. Once confirmed, your user name will be emailed to you.
3. If you select **Forgot password?**, you will be prompted to confirm your user name and email address. Once confirmed, a new temporary password will be emailed to you. Upon log in, you will be required to change your password.

## My Home Folder

After logging in, the screen displays your **Folder** which is like a personal home page.

Here you will be able to view and manage those studies relevant to your **Role**.



Richard Arm (Comm. Chair) | My Home | Logoff

Home - Sandbox Meetings Committees IRB Studies Reports

Folder for Richard Arm (Comm. Chair) Help

**Committee Member**

**My Roles**  
Committee Chair  
**Committee Member**  
Study Staff

**My Committees**  
Name  
IRB - 01A (use for testing)  
IRB - 01B  
IRB - 01C  
IRB - 01D  
IRB - 01T  
Test Committee

**Folder for Richard Arm (Comm. Chair)**

Welcome to your Personal Folder, the central resource for managing your Study applications. Your Personal Folder provides all the tools you need in order to complete your role in the Study application process. Use the following guidelines to process your Studies:

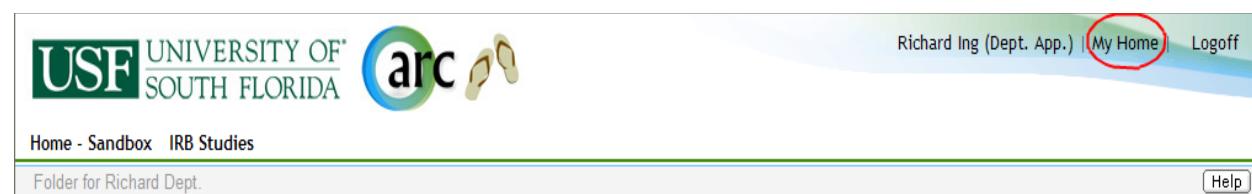
- Complete reviews for all items in your **inbox**. To do this **review the forms** and add **Reviewer Notes** on selected pages.
- You can see all the items you have reviewed on the **My Reviews** tab.
- Meetings for your committee are listed on the **My Meetings** tab. You can click on the meetings to view the **Agenda** and **Minutes**.

**My Inbox** **My Reviews** **Upcoming Meetings**

Filter by ID  Go Clear Advanced

ID	Name	Date Modified	Type	State
CR1_Pro00000131	2012 Review for Pro00000131	6/15/2011 4:14 PM	Continuing Review	In Expedited Review
Pro00000074	test	5/25/2011 3:16 PM	Study	In Expedited Review
CR1_42036	2010 Review for 42036 (paper conversion)	2/17/2011 9:15 AM	Continuing	In Expedited

When you are in other sections of the *ARC* system, you can easily get back to your personal Folder by clicking the link to **My Home**.



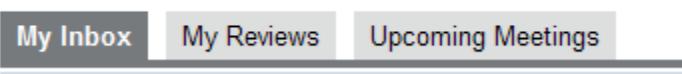
Richard Ing (Dept. App.) | **My Home** | Logoff

Home - Sandbox IRB Studies

Folder for Richard Dept. Help

## Navigation Tabs

The central area of your Folder (My Home) provides a row of navigation tabs.

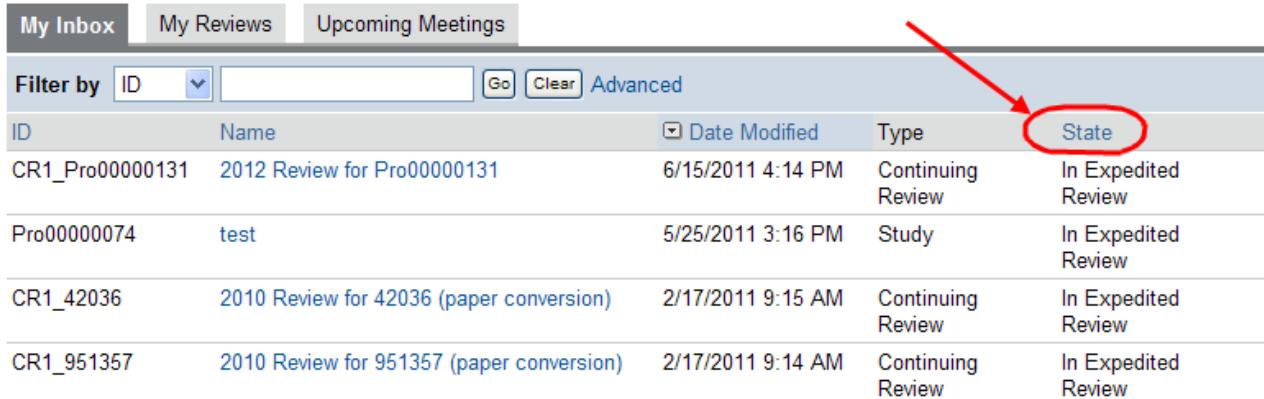


## My Inbox Tab

**My Inbox** lists all applications (studies, amendments, continuing reviews, and reportable events) that require your attention.

Whenever you login or return to your Folder (My Home), **My Inbox** is displayed.

To find out where the application is in the IRB process, look in the **State** column.



The screenshot shows a table with the following data:

My Inbox				
Filter by ID				
ID	Name	Date Modified	Type	State
CR1_Pro00000131	2012 Review for Pro00000131	6/15/2011 4:14 PM	Continuing Review	In Expedited Review
Pro00000074	test	5/25/2011 3:16 PM	Study	In Expedited Review
CR1_42036	2010 Review for 42036 (paper conversion)	2/17/2011 9:15 AM	Continuing Review	In Expedited Review
CR1_951357	2010 Review for 951357 (paper conversion)	2/17/2011 9:14 AM	Continuing Review	In Expedited Review

You can access applications in **My Inbox** by clicking the application **Name**.

Once you have completed the required activities, the application is moved electronically from one respective Inbox to the next according to who needs to work on it next.

If an application is not in your Inbox, it is someone else's turn to work on it. **If an item is still in your Inbox, it still requires your attention.**

## My Reviews Tab

The **My Reviews** tab lists all applications which you have reviewed or been assigned to review regardless of the State they are in.

In the **My Reviews** tab, you can monitor the State of any application you have reviewed or been assigned to review.

## **Application Workspace**

Review of an application begins in the application **Workspace** which is like a home page for the application. Open an application Workspace by clicking on its Name in **My Inbox**.

The application Workspace provides:

- information about the application
- links to specific sections and documents related to the application
- buttons to initiate **Activities** and move the application to the next step in the IRB Process (these buttons are only available to you when the application is in your Inbox)

- history of all activities performed on the application

Below is an example of a Study Workspace screen:

The screenshot shows the IRB Studies workspace for a study titled 'Study:test (Pro00000074)'. The workspace is divided into several sections:

- Summary Panel (Top Left):** Shows the study title 'Study:test (Pro00000074)', description 'test', principal investigator 'Rebecca Simms', study type 'Social-Behavioral', and coordinator 'Rebecca Simms'. It also indicates the study is 'In Expedited Review'.
- Actions (Left Side):**
  - View Study** (button 4)
  - Printer Version** (button 5)
  - View Differences** (button 6)
  - Edit Reviewer Checklist** (button 7)
- Pending Ancillary Approvals (Section 8):** Lists 'Moffitt Cancer Center Ancillary Review'.
- My Activities (Section 9):** Lists 'Submit Expedited Review' (button 10) and 'Send Email to Study Team (Reviewer Template)'.
- Activity Log (Section 11):** A table showing activity history:
 

Activity	Author	Activity Date
IRBS IRB Staff assigned to Expedited Reviewer: Richard Arm (Comm. Chair)	Max (IRB Staff), Orlando	2/17/2011 9:10 AM EST
IRBS Created New Reviewer Checklist Project for Richard Arm (Comm. Chair)	Max (IRB Staff), Orlando	2/17/2011 9:09 AM EST
IRBS Assigned to IRB - 01A (use for testing)	Max (IRB Staff), Orlando	11/29/2010 2:27 PM EST
IRBS IRB Staff confirmed Ancillary Review Needed	Max (IRB Staff), Orlando	11/29/2010 2:26 PM EST
IRBS IRB Staff confirmed IRB and IRB Staff Assignment	Max (IRB Staff), Orlando	11/29/2010 2:26 PM EST
IRBS Assigned to IRB - 01A (use for testing)	Max (IRB Staff), Orlando	11/29/2010 2:26 PM EST
- Review History (Section 12):** Buttons for 'Attachments', 'Pre Review Status', 'Reviewer Notes', 'Change Log', and 'Reviewer Checklists'.
- Review Log (Section 13):** A table showing review history:
 

Activity	Author	Activity Date
IRBS IRB Staff assigned to Expedited Reviewer: Richard Arm (Comm. Chair)	Max (IRB Staff), Orlando	2/17/2011 9:10 AM EST
IRBS Created New Reviewer Checklist Project for Richard Arm (Comm. Chair)	Max (IRB Staff), Orlando	2/17/2011 9:09 AM EST
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IRBS Assigned to IRB - 01A (use for testing)	Max (IRB Staff), Orlando	11/29/2010 2:26 PM EST
- Reviewer Checklists (Section 14):** Buttons for 'Attachments', 'Pre Review Status', 'Reviewer Notes', 'Change Log', and 'Reviewer Checklists'.

Key to the study **Workspace** screen:

- The summary panel displays information about this study, including the study title. The information changes when a study becomes active.
- IRB Study Number (also referred to as the Pro#).
- Current State** indicates the stage in the IRB review process for this study. This changes as Activities are completed.
- View Study** button opens the application SmartForm for viewing. Use this to view the entire IRB application.
- Printer Version** button opens all of the relevant SmartForm screens in one easy-to-print window. You may find that this is an easier way to review an application.
- View Differences** button allows you to view differences between versions.
- Use the **Edit Reviewer Checklist** to perform the IRB Review. This opens the application SmartForm with the reviewer checklist in a column on the right. Completion of the Reviewer Checklist does not move the application to the next State.
- The **Pending Ancillary Approvals** section lists ancillary reviews that are required but that have not been submitted yet.
- The **My Activities** section lists those Activities that can be performed on the application under its **Current State**. Performing one of these Activities will move the application to the next state or will send an e-mail (as noted on the button). The legend on each button indicates which role can perform this activity. Click the button/link to open the Activity screen.

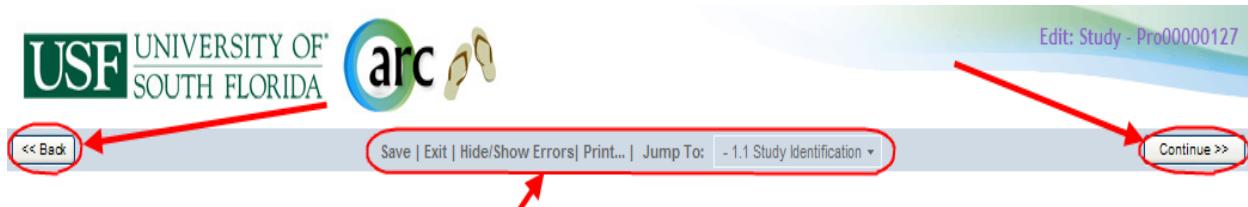
10. Use **Submit Full/Expedited/Exempt Board Review** to submit your review and move the application to the next State. This Activity requires you to submit your Checklist and Reviewer Notes and to recommend a motion and approval period.
11. The **History** tab lists chronologically all actions that have been performed on the study. Click the Activity name in the listed History to view details.
12. The **Attachments** tab lists all documents that have been uploaded for this study. Successive versions are archived automatically so that you have access to the most currently approved versions, i.e., protocol, informed consent, advertisement, etc.
13. **Reviewer Notes** lists the Reviewer Notes, Change Requests, and study team responses. Jump To links are included that take you directly to the item in the application SmartForm.
14. **Reviewer Checklists** lists each Reviewer Checklist that has been saved for this application. Click the **Link to SmartForm** to open the respective Reviewer Checklist.

## Working with Smart Forms

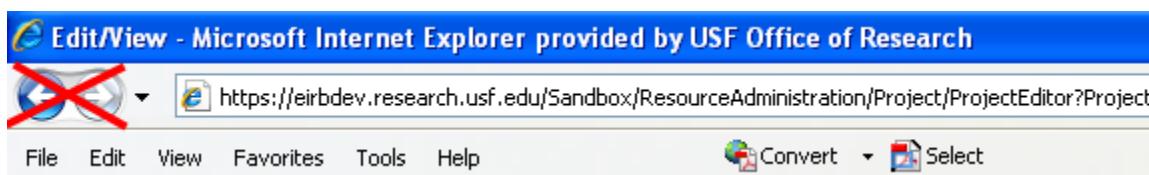
All applications in *ARC* use SmartForms which present only those questions that are relevant to your study.

Navigation controls are located in the navigation bar at the top or bottom of each page.

Use the **Continue** and **Back** buttons to move to the next or last-viewed screen.



Use the SmartForm navigation controls instead of the controls in the browser bar (e.g., Internet Explorer, Firefox, Chrome, Safari, Opera).



Save your work by clicking **Save** or **Continue**.

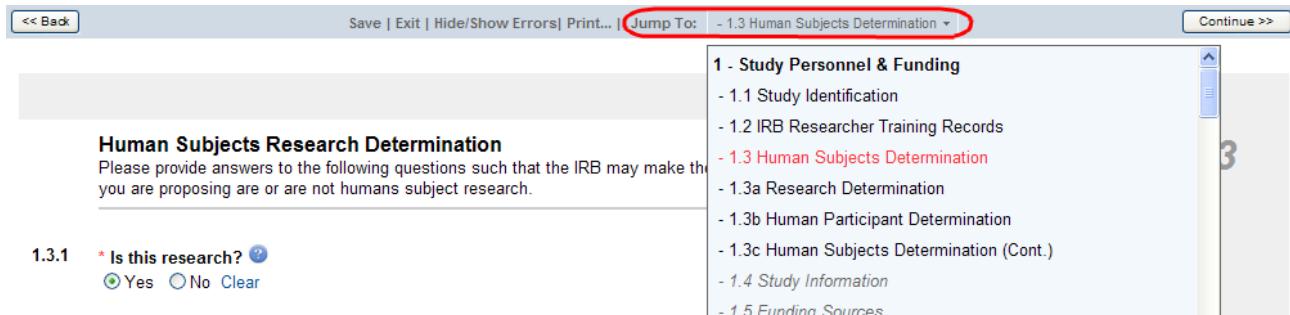
**WARNING:** The Back button does not save changes. After you enter or edit data on a screen click **Save** before going **Back**!

Use **Exit** to close the application and return to that application's Workspace.

**WARNING:** Always **Save** before exiting!

Each section and question is numbered for easy navigation and reference. Numbering is consistent through all SmartForm applications; however, remember that only the relevant questions for each specific study are displayed.

Once new or revised data on a page has been saved, you can navigate directly to other sections and questions by using the **Jump To** drop-down menu. The title of the displayed page will be **red**. Items not relevant to this study (based upon PI's answers) will appear gray in the Jump To menu.



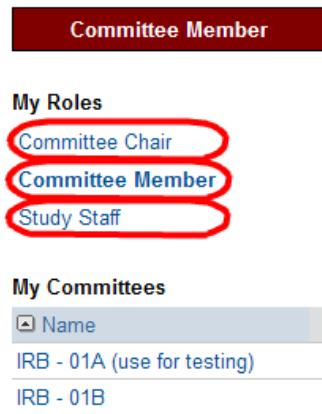
## IRB Committee Chair

### My Roles

A person can have multiple Roles in *ARC* (PI, Co-Investigator, Study Coordinator, Committee Chair, IRB Committee member, etc.). Different Roles provide access to different applications, information, and activities.

When you log in to *ARC*, the system opens the Folder in one of your **Roles**. Each role has specific views and Activities associated with it, so be sure to select the correct Role.

Your current Role will be displayed in the red banner at the top of the column on the left side of your Folder and will be **Bold** in the listing of your available Roles. If you have more than one role, make sure that the correct role is selected. Click on a role to make it your current role.



- **Committee Chair** - use this Role to manage applications that require Chair approval. You cannot conduct expedited or exempt reviews in the role of Chair.

- **Committee Member** – use this Role to manage applications that require expedited and exempt review by the Chair and those that require full board review by Primary and Secondary Reviewers.
- **Study Staff** – use this Role to manage applications involving your own study as the PI or other member of a study team.

## Review: a Two-Part Process

1. **Perform the Review:** The Reviewer reviews the entire application, completes the Reviewer Checklist Questions, and makes notes on the SmartForm as needed. The application remains in your Inbox.
2. **Submit the Review:** The Reviewer submits the completed Checklist, Reviewer Notes, and motion with an approval period. The specifics of this step vary depending on the type of review required (full board, expedited, or exempt). Submission moves the application out of your Inbox to the next State.

### Part 1 - Perform the Review

1. Begin in your Folder (My Inbox).
2. Select **Committee Member** (1) in My Roles to display the applications that need attention.
3. Click on the application Name (2) to open the application Workspace.

**Committee Member**

**My Roles**

- Committee Chair
- Committee Member** 1
- Study Staff

**My Committees**

- Name
- IRB 01 A (use for testing)
- IRB 01 B
- IRB 01 C
- IRB 01 D
- IRB 01 T
- Test Committee

**Folder for Richard Arm (Comm. Chair)**

Welcome to your Personal Folder, the central resource for managing your Study applications. Your Personal Folder provides all the tools you need in order to complete your role in the Study application process. Use the following guidelines to process your Studies:

- Complete reviews for all items in your inbox. To do this review the forms and add Reviewer Notes on selected pages.
- You can see all the items you have reviewed on the [My Reviews](#) tab.
- Meetings for your committee are listed on the [My Meetings](#) tab. You can click on the meetings to view the [Agenda](#) and [Minutes](#).

**My Inbox** **My Reviews** **Upcoming Meetings**

**Filter by** **ID** **Name** **Date Modified** **Type** **State**

ID	Name	Date Modified	Type	State
Pro00000182	New Jail Study 2	7/31/2009 2:53 PM	Study	In Expedited Review
Ame2_Pro00000212	Amendment 2 for IRB Study #Pro00000212	7/28/2009 11:22 AM	Amendment	Assigned To IRB Meeting

4. In the application Workspace click **View Study** (left column) to view the entire application.
5. After you have reviewed the entire application, click **Exit**.
6. In the application Workspace click **Edit Reviewer Checklist**.

**In Expedited Review**

- [View Study](#)
- [Printer Version](#)
- [View Differences](#)
- [Edit Reviewer Checklist](#)

**Study:test ( Pro00000074 )**

**Description:** test

**Principal Investigator:** [Rebecca Simms](#)

**Study Type:** Social-Behavioral

**Study Coordinator:** [Rebecca Simms](#)

**Review Type:** Expedited

[History](#) [Attachments](#) [Pre Review Status](#) [Reviewer Notes](#) [Change Log](#) [Reviewer Checklists](#)

7. Review all relevant questions in the application. Answer the Reviewer Checklist Questions in the right column of each screen. The screens vary in vertical length so be

sure to scroll down the page to view all questions. Make notes as you go using the **Review Notes** bar at the top of each section.

The screenshot shows a software interface for a 'Reviewer Checklist'. On the left, a note is added: 'Here's a note!' with a red box around the 'Add Reviewer Note' button. On the right, a checklist question is displayed: 'Do the principal investigator and co-investigators have the appropriate academic/clinical credentials and experience for this study?' with three options: 'Yes', 'No', 'NA', and 'Clear', with 'Yes' selected.

**WARNING:** The Reviewer Checklist does not include all sections of an application because it displays only those sections that are matched to checklist questions.

8. Before exiting the Reviewer Checklist, click **Save** and then **Exit**.

**WARNING:** Completing the review and saving reviewer notes does not submit your review. It will remain in My Inbox until you have submitted it.

## Part 2 - Submit the Review

To submit your completed review, follow the steps below for the type of review conducted.

### Submit Expedited Review

1. In the left column of the application workspace click **Submit Expedited Review**:

The screenshot shows the 'My Activities' section with a 'DR' button and a 'Submit Expedited Review' button, both highlighted with red boxes.

2. Choose the appropriate **Expedited Review Motion**:

The screenshot shows a list of motion options: 'Approve', 'Request Revisions Or Info', and 'Send to Full Committee or Exempt'. The 'Send to Full Committee or Exempt' option is highlighted with a red box and has a green checkmark next to it.

3. If needed, add comments and/or attachments.

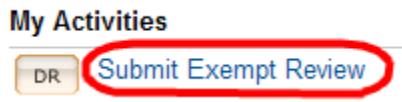
4. Click **OK**.

**WARNING:** Once the motion (with review) has been submitted, you will not be able to make changes to the review.

5. The application will move back to the IRB Staff Inbox for the next activity.

## Submit Exempt Review

1. In the left column of the application workspace click **Submit Exempt Review**:



2. Choose the appropriate **Exempt Review Motion**:



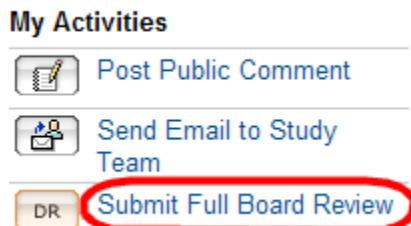
3. If needed, add comments and/or attachments.
4. Click **OK**.

**WARNING:** Once the motion has been submitted, you will not be able to make changes to the review.

5. The application will move back to the IRB Staff Inbox for the next activity.

## Submit Full Board Review

1. In the left column of the study workspace click **Submit Full Board Review**.



2. Choose the appropriate **Recommended Motion** and **Recommended Approval Period**.

**Recommended Motion:**

Name

Approved

Approved with Contingencies

Approval Denied

Deferred

[Clear](#)

**Recommended Approval Length (if applicable):**

[▼](#)

3. If needed, add comments and/or attachments.
4. Click **OK**.

**WARNING:** Once the motion has been submitted, you will not be able to make changes to the review.

5. The application will move back to the IRB Staff Inbox for the next activity.

## Meeting Workspace

Management of meeting activities is completed in a meeting's Workspace. Typical activities include viewing the agenda and confirming or declining your attendance.

1. In your folder (My Home), click the **Upcoming Meetings** tab to view the list of scheduled meetings.



2. To open the meeting Workspace, click the name/date of the meeting.

My Inbox	My Reviews	Upcoming Meetings
 <a href="#">IRB - 01A (use for testing) meeting on Mon, 21 Sep 2009</a>		<a href="#">State</a>
 <a href="#">IRB 01 A (use for testing) meeting on Fri, 14 Aug 2009</a>		<a href="#">Scheduled</a>

3. The meeting Workspace will be displayed.

**IRB - 01A (use for testing) meeting on Mon, 21 Sep 2009**

**Committee:** IRB01A **Start Time:** 2:00PM  
**Date:** 9/21/2009 **Location:** DRIC Conference Room  
**# Agenda Items:** 3 **# Confirmed Attendees:** 4

**1**

**Agenda** **Attendees** **Items to Process** **History Log**

**Minutes of Previous Meetings** - to be approved:  
Meeting Date Minutes Approved **Link to Minutes**

There are no items to display

**Electronic Agenda Items** - items submitted online:

Type	Title	PI	Primary Reviewer	Work Space
[View] CONVENED REVIEW: New Studies	RML-investigational nasal spray study	Rebecca Simms (PI)	Fred White	Pro00000263
[View] CONVENED REVIEW: Amendments	Amendment 1 for IRB Study #Pro00000280	Rebecca Simms (PI)	Fred White	Ame1_Pro00000280
[View] CONVENED REVIEW: Amendments	Amendment 5 for IRB Study #Pro00000297	Rebecca Simms (PI)	Fred White	Ame5_Pro00000297

**Paper Agenda Items** - miscellaneous agenda items that have no electronic record:  
Type Name PI Primary Reviewer **Processed**

There are no items to display

Key to Meeting Workspace:

1. The **Agenda** tab displays the main panel, with links to each item Workspace.
2. Click **Meeting Agenda** to display the formal version of the Agenda.
3. Click respective buttons to confirm or decline your attendance.

## Review and Sign Approval Letter

### Expedited Study

1. Begin in your Folder (My Inbox).
2. Select **Committee Chair** in My Roles to display the applications that need attention.
3. Click on the application Name to open the application Workspace.
4. In the left column of the Workspace, click **Send Final IRB Letter To Study Team**.

**My Activities**

- CCh** [Send Final IRB Letter To Study Team](#)
- CCh** [Request Changes To Draft IRB Letter](#)
- Post Public Comment**
- Send Email to Study Team**

5. To review the approval letter click **View**.
6. Choose the meeting date.
7. Click **OK**.
8. The IRB approval letter will be e-mailed to the study team.

## Exempt Study

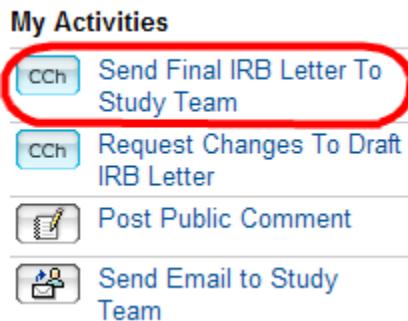
1. Begin in your Folder (My Inbox).
2. Select **Committee Chair** in My Roles to display the applications that need attention.
3. Click on the application Name to open the application Workspace.
4. In the left column of the study Workspace, click **Send Final IRB Letter To Study Team**.



5. To review the approval letter click **View**.
6. Click **OK**.
7. The approval letter will be sent to the Study Team and the study will be filed as certified exempt.

## Full Board Study

1. Begin in your Folder (My Inbox).
2. Select **Committee Chair** in My Roles to display the applications that need attention.
3. Click on the application Name to open the application Workspace.
4. In the left column of the study Workspace, click **Send Final IRB Letter To Study Team**.



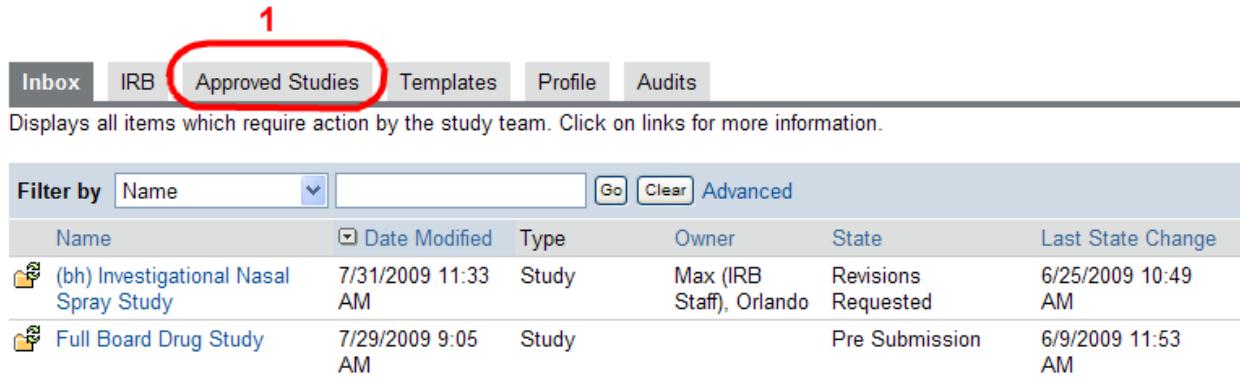
5. To review the approval letter click **View**.
6. Choose the meeting date.
7. Click **OK**.
8. The IRB approval letter will be e-mailed to the study team.

## View Approval Letter

When the IRB has approved an application, the approval letter is e-mailed to the PI. The approval letter will also be available in the study Workspace.

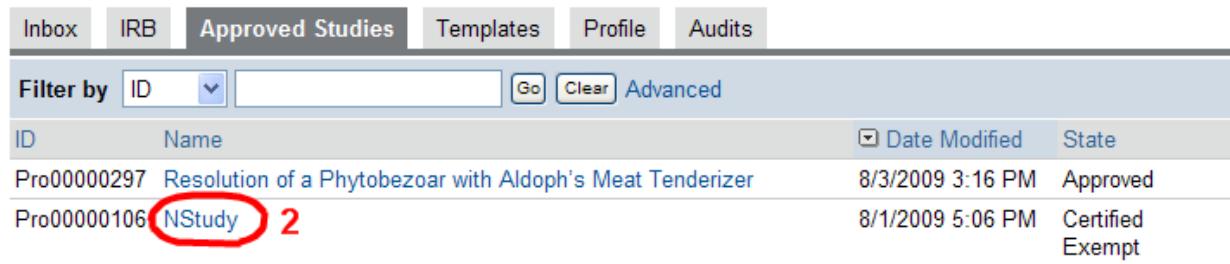
To view the approval letter:

1. In your Folder (My Home), click the **Approved Studies** tab.



Name	Date Modified	Type	Owner	State	Last State Change
(bh) Investigational Nasal Spray Study	7/31/2009 11:33 AM	Study	Max (IRB Staff), Orlando	Revisions Requested	6/25/2009 10:49 AM
Full Board Drug Study	7/29/2009 9:05 AM	Study		Pre Submission	6/9/2009 11:53 AM

2. In the Approved Studies folder click the study name.



ID	Name	Date Modified	State
Pro00000297	Resolution of a Phytobezoar with Aldolph's Meat Tenderizer	8/3/2009 3:16 PM	Approved
Pro00000106	NStudy	8/1/2009 5:06 PM	Certified Exempt

3. In the study Workspace, the summary panel will now display a link to view the Letter of Approval. Click on the file next to **IRB Letter**.

### Study:Test (Pro00000133)

Description:	Test		
Principal Investigator:	Rebecca Simms	Study Coordinator:	Rebecca Simms
Expiration Date:	6/10/2012	IRB Letter:	<a href="#">IRB Letter for Study Pro00000133(0.01)</a>
Funding Sources:	Non-Sponsored (No Funding)		